

# **NETS**

## **NASA Environmental Tracking System**

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NETS Guide: Including Pollution Prevention,  
Recycling and Waste, and  
Ozone Depleting Substances



National Aeronautics and Space Administration

### **Glenn Research Center**

Environmental Management Office  
Cleveland, Ohio

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# Pollution Prevention Main Menu

Pollution Prevention Plan Statement.

The following update screens are available through the use of the Pollution Prevention option. Click on the required updated document title to access the correct screen help.

CEMP \*

Compliance \*

Document \*

EPCRA 313 Chemical

Hazardous Waste

Hazardous Waste Profiles

Hazardous Waste Cost Summary

Incident

Local Emergency Planning Commission (LEPC) Assistance

Miscellaneous \*

P2 Project

P2 Specifications Summary

Training

Old Pollution Prevention Screens

## Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Optional Fields

Optional fields do not need to be completed on the data collection screen for the record to be saved to the database. These fields are identified by **blue** text on the data collection screen. The following is an alphabetical listing of the Optional fields:

- [Access From](#)
- [Annual Disposal Cost \(\\$K\)](#)
- [Benefit Description](#)
- [CEMP Description](#)
- [Chemical Substitute Description](#)
- [Center Goal](#)
- [Compliance/Commitment Activities](#)
- [Cost to Recycle \(\\$\)](#)
- [Description](#)
- [Cost Savings Amount \(\\$\)](#)
- [Cost Savings Description](#)
- [Impact Description](#)
- [Impediments Explanation](#)
- [Implementation Cost](#)
- [Improvement Description](#)
- [No. of Documents Modified to Add Recovered Materials Preference](#)
- [No. of Documents Modified to Remove Recovered Materials Prohibition](#)
- [No. of Documents Modified to Remove Requirements for Use of Virgin Materials](#)
- [No. of Specifications Changed to Performance](#)
- [No. of Specifications Revised](#)
- [Number of Vehicles Maintained](#)
- [Non-Quantitative Benefit Description](#)

- Number Attended
- P2 Chemical Currently Used
- P2 Longitude
- P2 Latitude
- P2 New Chemical Used
- P2 Process Used In
- Partner Name
- Partnership Description
- Pay Back Years
- Recycle Annual Description
- Steps Taken/Comments
- Target Audience
- Targeted Name
- Total Contracts Awarded Containing Recovered Materials

Click here to return to [NETS Help](#) or press [F1].

## Pollution Prevention Plan

Each installation which meets any of the EPCRA reporting requirements will develop a Pollution Prevention Plan to reduce releases of these chemicals. The plan will include annual reportable objectives for the Installations' plan to reduce toxic chemicals and for its' contributions to achieving the Agency goal of 50% reduction of toxic chemicals from the 1994 baseline year.

Each Pollution Prevention Plan, among other items, will include community outreach and LEPC technical assistance goals.

Source information: Executive Order 12856.

## CEMP \*

Five broad environmental management principles have been developed to address all areas of environmental responsibility of federal agencies. Describe activities completed during the

reporting period to address the Code of Environmental Management Principles (CEMP) listed below:

**Manage Commitment:** Written top-management commitment to improve environmental performance by establishing policies which emphasize pollution prevention and the need to ensure compliance with environmental requirements.

**Compliance Assurance and Pollution Prevention:** Implementing proactive programs that aggressively identify and address potential compliance problem areas and utilize pollution prevention approaches to correct deficiencies and improve environmental performance.

**Enabling Systems:** Developing and implementing the necessary measures to enable personnel to perform their functions consistent with regulatory requirements, agency environmental policies and overall mission.

**Performance and Accountability:** Developing measures to address employee environmental performance, and ensure full accountability of environmental functions.

**Measurement and Improvement:** Developing and implementing a program to assess progress toward meeting environmental goals and using the results to improve environmental performance.

The following areas are resident on the CEMP reporting screen:

Reporting Year

CEMP Section

CEMP Description

Date/Site/User

\* = Outstanding documents

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for **NETS Help** or press [F1].



## CEMP Section

Select each of the following CEMP sections on the drop-down list:

- CEMP - Management Commitment
- CEMP - Compliance Assurance and Pollution Prevention
- CEMP - Enabling Systems
- CEMP - Performance and Accountability
- CEMP - Measurement and Improvement

If the CEMP section you need is not available on the list, contact Headquarters to have it added to the database.

## CEMP Description

Type a summary of the activities, actions and/or projects completed or currently active that support requirements for the CEMP section. Include status and completion date, if known.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Compliance \*

Compliance is defined as an identification of whether the reporting site operates in conformance with all regulations of the requirement type that was selected. The Compliance Update screen contains the following fields:

Reporting Year

Compliance Requirement Type

Compliance

Compliance Requirement Summary

Date/Site/User

\* = Outstanding documents

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for **NETS Help** or press [F1].

## Compliance Requirement Type

Select from the pull-down menu the type of agency or organization responsible for the enforcement of environmental regulations requiring compliance.

If the compliance order you need is not available on the list, contact Headquarters to have it added to the database.

See also **Document Standards** for compliance order information.

## Compliance

An identification of whether the reporting site operates in conformance with all regulations of the requirement type that was selected.

Select **Yes** if compliance with all **state and local Right-to-Know laws** and pollution prevention requirements has been met to the extent that compliance with such laws and requirements are not otherwise already mandated. No explanation is needed for the Compliance Requirement Summary field.

Select **No** if not in compliance with all **state and local Right-to-Know laws** and pollution prevention requirements have not been met to the extent that compliance with such laws and requirements are not otherwise already mandated. An explanation is needed for the Compliance Requirement Summary field.

Select **Yes** whenever the **EPA notifies a Federal agency** that it is not in compliance with an applicable provision of this order, in which case the Federal agency shall achieve compliance as promptly as possible. Use the Compliance Requirement Summary field to type in a description of why you are not in compliance with the stated requirement.

Select **No** if you have not received an EPA notice of noncompliance. No explanation is needed for the Compliance Requirement Summary Field.

Select **N/A** if compliance is not applicable.

Source document: EPA Guidelines 5-505 & 5-506.

## Compliance Requirement Summary

If you are required to comply with Local/State Pollution Prevention or Community Right-to-Know laws, then you must summarize the relevant laws and state your compliance status.

If you have received an EPA notice of non-compliance, then you must summarize the activities undertaken to achieve compliance and indicate the status of each activity.

## Document \*

The Document reporting function provides a method to track documents that are contained within the selected category. The following areas are resident on the Document screen:

Reporting Year

Standard

Document Status

Access From

Date Submitted

Steps Taken/Comments

Date/Site/User

\* = Outstanding documents

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Standard

From the drop-down menu, select the formal name of the document that must be accounted for in the P2 report. The Document name includes the required destination. Only one destination may be selected for each document. If a document needs to be sent to more than one location, you must create two documents, one for each destination. If the location you need is not available on the list, contact Headquarters to have it added to the database.

Each of the following listed documents must be completed for your site for each Reporting Year:

[TRI Form R](#) section 313

[EPCRA Reports](#) section 302

[Emergency Preparedness Plans](#) section 303

[Material Safety Data Sheets](#)

[Risk Management](#)

Source document sections from the Pollution Prevention Annual Progress Report.

## TRI Form R

Toxic Chemical Release Inventory Form; used to provide the public with information about the releases of listed toxic chemicals in their communities and to provide the EPA with routine and accidental release information of listed toxic chemicals, maximum amounts of these chemicals on-site and the amounts contained in wastes transferred off-site.

Source information: Executive Order 12856. Section 313 of the Pollution Prevention Annual Progress Report.

## EPCRA Reports

Emergency Planning And Community Right-to-Know Act, also known as Title III of the Superfund Amendments and Reauthorization Act of 1986.\*

\*Source information: Executive Order 12856. Section 302 of the Pollution Prevention Annual Progress Report

## Emergency Preparedness Plans

These are plans that prescribe the specific actions to be taken when an incident or environmental event occurs.

\*Source information: Executive Order 12856. Section 303 of the Pollution Prevention Annual Progress Report

## Material Safety Data Sheets

Material Safety Data Sheets (MSDS) record all information concerning the toxicity of the chemical that was released into the environment.

## Risk Management

The Risk Management Plan addresses the specific requirements of the Clean Air Act, sections 112 (r) (7) (B) and 40 CFR 68, Subpart G, for a plan that provides government entities, and the public, with information on hazards related to accidental release of toxic substances at a stationary source and the owner's plan for addressing the hazards.

## Document Status

Select the current status of the document that was described.

## Access From

This field contains the available locations where the document may be obtained. The procedures/locations for obtaining each of the standard pollution prevention documents are part of the community-right-to-know provision.

Indicate the access procedure or location from which the selected document can be obtained. If the site you need is not available on the list, contact Headquarters to have it added to the database.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Date Submitted

If the selected document Status is Submitted Complete or Submitted Incomplete, the Date Submitted field is mandatory. Enter the date the document was sent to the designated office or organization (use MM/DD/YYYY format).

If the selected document Status is Not Submitted, the Date Submitted field will be disabled (grayed out) and no date needs to be entered.

Click here for [NETS Help](#) or press [F1].

## Steps Taken/Comments

Type in a brief narrative that includes facts or explanations relating to a specific document. Include the Document name and/or number and the date the original document was created.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## EPCRA 313 Chemical

The EPCRA 313 ChemicalUsage screen is used to track the *total* quantity of defined chemical that is released for disposal or transferred to another site.

EPCRA 313 ChemicalUsage is tracked on a calendar year basis.

The following areas are located on the EPCRA 313 ChemicalUsage Update screen:

Reporting Year

EPCRA 313 Chemical Name and CAS Number

Quantity Released (lbs)

Quantity Transferred (lbs)

Center Goal

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for **NETS Help** or press [F1].

## EPCRA 313 Chemical Name and CAS Number

Select the appropriate chemical name and CAS Number from the drop-down list. If the chemical is not listed contact Headquarters and have the name added to the database.

## Quantity Released (lbs)

This is the amount of chemical released as an air emission, direct waste water discharge, underground injection of waste, and waste disposal in on-site landfills during the incident. The quantity of chemical released must be expressed in POUNDS.

(This definition appears under EPCRA 313 Chemical and Incident.)

## Quantity Transferred (lbs)

Quantity Transferred includes solid and hazardous waste sent to off-site landfills or incinerators, and waste water discharges sent to publicly owned treatment facilities. Type in the quantity in POUNDS that is being transferred. If the number includes a partial weight, round to the nearest pound.

## Center Goal

Describe Center's Goal(s) for reducing the use, release or transfer of the specified chemical, if applicable.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Hazardous Waste

A solid waste that exhibits any of the characteristics of ignitability, corrosivity, reactivity, or toxicity as defined in 40 CFR Part 261.

Reporting Year  
Waste Profile Name  
TSD Facility EPA Code  
Quantity Disposed (lbs)  
Disposal Cost (\$K)  
Estimated Cost  
Hazardous Waste Description  
Waste Profile Name/Comment  
Waste Source  
Waste Form  
Waste System  
Waste Codes  
Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Waste Profile Name

The locally assigned name or designation of the hazardous waste stream.

## TSD Facility EPA Code

The identification number assigned to the facility to which the waste was shipped.

## Quantity Disposed (lbs)

The total quantity of the waste shipped to the designated TSD facility during the reporting year.



## Disposal Cost (\$K)

The total cost incurred during the reporting year for the disposal of hazardous waste to the designated TSD facility by the reporting site.

## Estimated Cost

An indicator that shows whether the Disposal Cost (\$) is estimated or actual. A "check" indication means that the amount shown is estimated, not actual.

## Hazardous Waste Description

An optional comment field to clarify the constituents or ultimate disposition of the hazardous waste that was treated or disposed.

## Hazardous Waste Profiles

A concise description of a hazardous waste stream, citing the waste stream name, its source, the form of the waste generated, the type of management system used to treat or dispose of the hazardous waste, and the EPA hazardous waste codes that characterize the waste.

Waste Profile Name/Comment

Waste Source

Waste Form

Waste System

Waste Codes

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Waste Profile Name/Comment

The locally assigned name or designation of the hazardous waste stream.

## Waste Source

An abbreviation that best describes the production, service or waste management process that was the source associated with the generation of the waste.

## Waste Form

The designation that best corresponds to the physical form or chemical composition of the reported hazardous waste.

## Waste System

The name of the system type provided by the initial receiving facility to indicate the management of the designated waste, once received.

## Waste Codes

An abbreviation for federally (40CFR, Part 261, Subpart D) recognized RCRA wastes or state recognized wastes that identify a specific hazardous waste.

## Hazardous Waste Cost Summary

An aggregation of annual costs to treat or dispose of all hazardous wastes for the site. The hazardous waste cost summary is used only when treatment or disposal costs are not known or cannot be estimated for each individual hazardous waste profile.

Annual Disposal Cost (\$K)

Annual Remediation Disposal Cost (\$K)

Annual Disposal Cost Description

Calculated Annual Disposal Cost (\$K)

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Annual Disposal Cost (\$K)

The total cost, expressed in whole U.S. dollars, to treat or dispose of all hazardous wastes over the course of the year for which the reported information applies. This generally includes the cost of preparing waste for shipment, transporting the waste to the Treatment Storage and Disposal (TSD) facility, and actual TSD fees. It does not include onsite costs for collecting waste at a central point and managing wastes prior to disposal.

## Annual Remediation Disposal Cost (\$K)

The total cost, expressed in whole U.S. dollars, to treat or dispose of all hazardous wastes associated with environmental site cleanup under RCRA and CERCLA over the course of the year for which the reported information applies. The Annual Remediation Waste Disposal Cost is a subset of (i.e. is included in) Annual Hazardous Waste Disposal Cost.

## Annual Disposal Cost Description

An optional comment field to clarify the nature of annual hazardous waste treatment and disposal costs incurred by the site or how the cost summary was derived.

## Calculated Annual Disposal Cost (\$K)

The total annual monetary cost, expressed in whole U.S. dollars, for hazardous waste treatment or disposal over the course of the year for which the reported information applies as calculated from the individual disposal costs for each waste profile reported on the Hazardous Waste screen.

## Incident

The Incident Update screen identifies reportable incidents in which chemicals were accidentally released into the environment. This will include any of the events surrounding the accidental release of the reportable quantity of chemical. Reference Section 304 of EPCRA for further information.

The following fields are resident on the Incident Update screen:

Reporting Year

Incident Date

Extremely HAZ Substance, CAS Number and Reportable Quantity (lbs)

HAZ Substance Released (lbs)

Incident Description

Corrective Action

Fine Amount (\$)

Reported To

Outside Intervention

Cleaned Up/Controlled within 24 Hr

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for **NETS Help** or press [F1].

## Incident Date

Type in the date the incident occurred (use MM/DD/YYYY format).

## Extremely HAZ Substance, CAS Number and Reportable Quantity (lbs)

Select the appropriate chemical name, CAS number and their minimum reportable amounts from the drop-down list. If the chemical is not listed contact Headquarters and have the name added to the database.

## HAZ Substance Released (lbs)

This is the amount of chemical released as an air emission, direct waste water discharge, underground injection of waste, and waste disposal in on-site landfills during the incident. The quantity of chemical released must be expressed in POUNDS.

(This definition appears under EPCRA 313 Chemical and Incident.)

## Incident Description

A narrative description characterizing the parameters of the event.

## Corrective Action

A concise description of the steps taken to remedy the consequences of an accidental introduction of pollutants into the environment.

## Fine Amount (\$)

If applicable, the sum of money, expressed in US dollars, imposed as a penalty consequence of the incident and restoration activities.

## Reported To

The agency to which the spill was reported to.

## Outside Intervention

A specification whether or not the incident required intervention from persons or organization outside the immediate release area or by other designated responders to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance.

## Cleaned Up/Controlled within 24 Hr

A specification whether or not the incident was controlled or corrected within 24 hours of the recorded incident occurrence.

## Local Emergency Planning Commission (LEPC) Assistance

Local Emergency Planning Commission (LEPC) Assistance data is used to track the type and frequency of technical assistance that has been requested and the resulting quantity of assistance that has been provided. The following fields are used on the LEPC Assistance data collection screen:

Reporting Year

Assistance Description

Requested Quantity

Provided Quantity

Date/Site/User

## Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Assistance Description

Describe the type of technical assistance requested by the Local Emergency Planning Commissions (LEPCs) and any action taken towards resolution.

## Requested Quantity

Type in the total number of requests received for Assistance from Local Emergency Planning Commissions (LEPC).

## Provided Quantity

Type in the total number of requests received for which assistance was provided to Local Emergency Planning Commissions (LEPC).

## Miscellaneous \*

This screen is used to identify types of P2 information that are transient in nature, but require documentation for the current report period.

The following fields are used for all miscellaneous updates:

**Reporting Year**

**Misc. Type**

**Misc. Status**

**Misc. Description**

**Partner Name**

**Partnership Description**

Date/Site/User

\* = Outstanding documents

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Misc. Type

This field is used to list all P2 report items that are not common to other P2 reporting areas. This should include the following reports:

- [Critical Needs Survey](#)
- [NEPA and all P2 planning for future programs/plans](#) which are not within the parameters of the available P2 options.
- [Pharmacy Concept Implemented](#)
- [Showcase](#)
- [P2 Activity Training](#)
- [P2 Activity Reductions](#)
- [Environmental Justice Plan](#)
- [P2 Partnerships](#)

In the drop-down box, select the required P2 report item. Complete all of the required information. Save the record before selecting the next item. Make sure you have reported on all items on the list.

If the report item you need is not available on the list, contact Headquarters to have it added to the database.

## **Critical Needs Survey**

Describe activities associated with critical pollution prevention needs to include surveys, analysis of findings, and project priorities. For projects underway, include project name, description, environmental impact and cost.

## **NEPA and all P2 planning for future programs/plans**

List the P2 and NEPA projects that are identified and/or planned for future years.

## **Pharmacy Concept Implemented**

Describe activities associated with centralized chemical procurement, distribution and supply.

## **Showcase**

Describe any activities which were/are considered to be "showcase" examples of the site's pollution prevention initiatives. Include awarded projects or projects receiving citations or recognition.

## **P2 Activity Training**

Describe training activities related to pollution prevention that were conducted by or attended by NASA personnel.

## **P2 Activity Reductions**

Describe all activities that were aimed at reducing pollutants that have not been reported in other system modules.

## **Environmental Justice Plan**

Describe plans to identify and address disproportionately high and adverse human health or environmental effects of programs, policies, or activities on minority and low-income populations.

Source information: Executive Order 12856.

## **P2 Partnerships**

Where agencies have planned or implemented interagency pollution prevention technology development efforts or developed similar efforts with industry, academia or other entities these P2



initiatives should be described in the annual report. Agencies are requested to focus on P2 initiatives that may be transferred to other federal or states agencies or to private sector concerns. These partners may be external or internal entities.

## Misc. Status

Select from one of the following status conditions:

- Complete - denotes the project, initiative, functional area or activity has been completed satisfactorily.
- Incomplete - the project, initiative, functional area or activity is incomplete and is slated for further action regarding an activity, state, or submission.
- N/A - the project, initiative, functional area or activity is not applicable at this time.

## Misc. Description

Summarize the activities, progress and plans for the selected **Misc. Type** report.

## Partner Name

Where agencies have planned or implemented interagency pollution prevention technology development efforts or developed similar efforts with industry, academia or other entities these P2 initiatives should be described in the annual report. Agencies are requested to focus on P2 initiatives that may be transferred to other federal or states agencies or to private sector concerns. These partners may be external or internal entities.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

(This definition appears under Miscellaneous, P2 Initiative and New Technology.)

## Partnership Description

Type in a brief description of the nature of the internal or external partnership. Include specifics which deal with the Partner/Type relationships.

### Note

Some screen specific field names are colored **blue** and are. All field names in **black** are required fields and must be completed before saving the record.

(This definition appears under Miscellaneous, P2 Initiative and New Technology.)

## P2 Project

This is the one screen for the entering of all P2 Projects data. It replaces the following six other screens – Chemical Substitute, Cost Benefit, Initiative, New Technology, Pollutant and Process Changes.

Reporting Year

Date/Site/User

P2 Project Name

P2 New Project

P2 Project Location

P2 Project Status

P2 Latitude

P2 Longitude

P2 Project Award Submittal

P2 Current Process Description

P2 New Process Description

P2 Primary Action

P2 Primary Cause

P2 Primary Cause Description

P2 Chemical Currently Used

P2 New Chemical Used

P2 Process Used In

P2 Partner

P2 Partner Name

P2 Partner Description

## P2 Project Funding

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for **NETS Help** or press [F1].

## P2 Project Name

The formal designation or title assigned to a specific project.

## P2 New Project

Select Yes or No from the drop-down box to indicate whether or not the project is a new project.

## P2 Project Location

Indicate the location via building number, building name, room number, street address; any type of identifier that clearly indicates where the P2 Project is at the Center. If located outside a structure, please list the closest structure or marker.

## P2 Project Status

Select the current status of the project that was described.

## P2 Latitude

Enter in the latitude.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## P2 Longitude

Enter in the longitude.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## P2 Project Award Submittal

An indicator that the P2 that was submitted for award or received an award. The award may be internal to your Center, Enterprise or HQ or external to NASA.

## P2 Current Process Description

A process is a series of activities grouped together for the purpose of evaluating all exposures that influence occupational health, safety, and the environment – please describe the process that is currently in place.

## P2 New Process Description

A process is a series of activities grouped together for the purpose of evaluating all exposures that influence occupational health, safety, and the environment – please describe the new process that is and or will implemented. Please note any barriers or successful methods to implementation.

## P2 Primary Action

Select a type of action from the drop-down box. The type of action categorizes the activities undertaken to remediate the effects of pollution on a specific process.

## P2 Primary Cause

What is the primary driver for this P2 Project? Select a cause from the drop-down box.

## P2 Primary Cause Description

Provide further detail as to the cause or driver for the P2 Project. If NOV, was the project part of an enforcement agreement? Was the project a result of a pollution prevention opportunity assessment, etc.?

## P2 Chemical Currently Used

The chemical name that is given to the material or chemical that is being replaced in the process.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## P2 New Chemical Used

The chemical name that is given to the material or chemical that will be used in place of the old chemical/material in the process.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## P2 Process Used In

The designation given to the manufacturing or business activity that currently uses the material or chemical that will be replaced with a more acceptable material or chemical. Select the appropriate designation from the drop-down list.

If the process you need is not available on the list, contact Headquarters to have it added to the database.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## P2 Partner

Chose "yes" or "no" from the drop-down menu.

## P2 Partner Name

Identify the name of the partner organization. Where agencies have planned or implemented interagency pollution prevention technology development efforts or developed similar efforts with industry, academia or other entities, these P2 initiatives should be described in the annual report. Agencies are requested to focus on P2 initiatives that may be transferred to other federal or states agencies or to private sector concerns. These partners may be external or internal entities.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## P2 Partner Description

Type in a brief description of the nature of the internal or external partnership. Include specifics which deal with the Partner/Type relationships.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## P2 Project Funding

This section captures the data associated with your project funding: Where did the money necessary for this project originate, how much, etc.

Reporting Year

Date/Site/User

Project Name

Recurring Benefit

Recurring Benefit Years

Funding Source

Cost Avoidance (\$)

Center Funding (\$)

Pay Back Years

Amount requested from HQ (\$)

Amount provided by HQ (\$)

Cost/Funding Description

FEDPLAN Item

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Project Name

The formal designation or title assigned to a specific project.

## Recurring Benefit

A Recurring Benefit is an avoidance that will continue past the reporting year into the specified number of years entered into the Recurring Benefit Years field.

Select Yes or No from the drop-down box to indicate whether or not the cost avoidance will continue past the current reporting year. If Yes, enter the number of years in the Recurring Benefit Years field.

Select No if the avoidance will occur only in the current reporting year. The Recurring Benefit Years field will remain inactive.

## Recurring Benefit Years

Enter the number of future years (do not count the current year) in which the benefit will be realized. When the Recurring Benefit Year is a partial year, round up to the next whole number (2.5 becomes 3).

## Funding Source

Select from:

- Headquarters
- Center
- Non-Funded
- Both (Headquarters and Center both contribute to the project funding amount)

If the funding source is Headquarters you must enter whole dollar amounts in the **Amount Requested from HQ** and in the **Amount Provided by HQ** dollar fields. In this case the **Center** dollar field will remain inactive and may not be changed.

If the funding source is from the Center you must enter whole dollar amounts in the **Center Funding** dollar field. In this case the ...HQ dollar fields will remain inactive and may not be changed.

## Cost Avoidance (\$)

A Cost Avoidance is the dollar value of future expenses that are not currently incurred, but that would be incurred if an action were not undertaken.

Cost avoidance is expressed in current year dollars and may be a one-time amount or an annually recurring amount, depending on the nature of the action.

## Center Funding (\$)

Type in the whole dollar amount provided by the Center. Round to the nearest dollar (do not enter amounts as dollars and cents, such as 12.50, round up and type 13, the default will enter the cent place holder).

## Pay Back Years

If funding has been supplied, in whole or part, to the New Technology through government loans, grants, etc., type in the number of years it will take to repay the loan.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Amount Requested from HQ (\$)

Type in the amount of funding requested from Headquarters. Type in the whole dollar amount rounded up to the nearest dollar.

## Amount Provided by HQ (\$)

Type in the amount of funding provided through Headquarters. Type in the whole dollar amount rounded up to the nearest dollar.

## Cost/Funding Description

Provide additional details regarding cost to implement, cost avoidance or payback.



## FEDPLAN Item

The descriptive title assigned to the activity/project.

Choose all that apply.

## P2 Specifications Summary

This reporting area contains statistical information relating to specifications, Commercial Item Descriptions (CIDs), the sum total of all Specifications that were reviewed or revised, etc. The following fields are resident on the Specification Summary screen:

Specification Type

Reporting Year

Total no. of Specifications

No. of Specifications Reviewed

No. of Specifications Revised

No. of Specifications Changed to Performance

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Specification Type

This defaults from the report area selected on the Main Menu. The value entered in this field will indicate the type of specification area chosen by the user. This field can not be modified.

## Total no. of Specifications

Enter the total number of all specifications and standards, Commercial Item Descriptions, Product Descriptions or other similar documents over which the reporting site has control during the current reporting year.

## No. of Specifications Reviewed

Type in the total count of all specifications at the site that have completed the review cycle. This is a count of the specifications, standards, commercial item descriptions, product descriptions or other similar documents that have been reviewed during the current reporting year.

## No. of Specifications Revised

Type in the total number of specifications which were revised due to mitigating circumstances during the current reporting year.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## No. of Specifications Changed to Performance

Type in the total number of specifications which were changed to meet appropriate performance standards during the current reporting year. These specifications have been approved for inclusion in contracts or normal operations.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Training

Life Cycle Analysis (LCA) Training includes training development, activities, conduct, and participation. Each of these areas must be reported using the following LCA Training screen fields:

**Reporting Year**

Reporting Category

Audience

Number Attended

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Reporting Category

The Category is the type of training you are reporting. Select the appropriate reporting category from the drop-down menu.

## Audience

The Audience for P2 Training is the person, group, or organization at which the training is aimed. Select the appropriate audience category from the drop-down menu.

If the training audience category is not available on the list, contact Headquarters to have it added to the database.

## Number Attended

Type in the number of persons for which training has been given. This is based per Audience type.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Old Pollution Prevention Screens

Old Pollution Prevention screens that are longer active but can be viewed for historic data.

Chemical Substitute

Cost Benefit

P2 Initiative

New Technology

Pollutant

Process Changes

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Chemical Substitute

A substance may be a chemical compound, commercial product or other material that is used at the reporting site. The substance has been targeted for substitution with a chemical/product that is less harmful to the environment. The Chemical Substitute Update screen contains the following areas:

Reporting Year

Replaced Name

Substitute Name

Process Used In

Chemical Substitute Description

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Replaced Name

The designation that is given to the material or chemical that will no longer be used in a process once a more acceptable material or chemical is employed.

## Substitute Name

The designation given to the material or chemical that is more acceptable from a pollution prevention perspective and therefore will be used in an existing process to replace a less desirable substance.

## Process Used In

The designation given to the manufacturing or business activity that currently uses the material or chemical that will be replaced with a more acceptable material or chemical. Select the appropriate designation from the drop-down list.

If the process you need is not available on the list, contact Headquarters to have it added to the database.

## Chemical Substitute Description

Type in a brief description of the chemical substitution that is being implemented.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Cost Benefit

A cost benefit is related to one or more of the following five pollution prevention areas: P2 Initiative, New Technology, Pollutant, P2 Process and/or Substance.

**Reporting Year**

**Date/Site/User**

Cost Benefit Description

Cost Avoidance (\$)

Recurring Benefit

Recurring Benefit Years

Related Area

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Cost Benefit Description

Type in a brief description of the cost benefit activity, project or P2 initiative that is being implemented.

## Cost Avoidance (\$)

A Cost Avoidance is the dollar value of future expenses that are not currently incurred, but that would be incurred if an action were not undertaken.

Cost avoidance is expressed in current year dollars and may be a one-time amount or an annually recurring amount, depending on the nature of the action.

## Recurring Benefit

A Recurring Benefit is an avoidance that will continue past the reporting year into the specified number of years entered into the Recurring Benefit Years field.

Select Yes or No from the drop-down box to indicate whether or not the cost avoidance will continue past the current reporting year. If Yes, enter the number of years in the Recurring Benefit Years field.

Select No if the avoidance will occur only in the current reporting year. The Recurring Benefit Years field will remain inactive.

## Recurring Benefit Years

Enter the number of future years (do not count the current year) in which the benefit will be realized. When the Recurring Benefit Year is a partial year, round up to the next whole number (2.5 becomes 3).

## Related Area

These are the five Pollution Prevention areas that could relate to this particular cost benefit entry. You may select one or more of the five P2 areas: P2 Initiative, New Technology, Pollutant, P2 Process and/or Substance.

## P2 Initiative

A P2 Initiative is a proposed technology or process change that will be beneficial to the environment. The following fields are resident on the Initiative screen:

Reporting Year

Initiative Name

Initiative Description

FEDPLAN Budget Requested

New Project

Funding

Impact Description

Non-Quantitative Benefit Description

Partner Name

Partnership Description

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Initiative Name

Type in the formal name of the Pollution Prevention initiative.

## P2 Initiative Description

Type in a brief description of the type of venture that is being implemented.

## FEDPLAN Budget Requested

Indicate whether the P2 Initiative was included in the site's most recent Federal Plan Budget submission.

## New Project

If the P2 Initiative has not been previously proposed (being reported for the first time), select *Yes* from the drop-down menu.

If the P2 Initiative has been reported in the previous year, select *No* from the drop-down menu.

## Funding

This area of the screen contains all of the information for the required funding for the project. The following fields are resident within the funding section:

[Funding Source](#)

[Pay Back Years](#)

[Center Funding \(\\$\)](#)

[Amount requested from HQ \(\\$\)](#)

[Amount provided by HQ \(\\$\)](#)

Return to [P2 Initiative](#).



## Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Funding Source

Select from:

- Headquarters
- Center
- Non-Funded
- Both (Headquarters and Center both contribute to the project funding amount)

If the funding source is Headquarters you must enter whole dollar amounts in the **Amount requested from HQ** and in the **Amount provided by HQ** dollar fields. In this case the **Center** dollar field will remain inactive and may not be changed.

If the funding source is from the Center you must enter whole dollar amounts in the **Center Funding** dollar field. In this case the **...HQ** dollar fields will remain inactive and may not be changed.

## Pay Back Years

If funding has been supplied, in whole or part, by government loans, grants, etc., type in the number of years it will take to achieve a zero balance between cost avoidance and project implementation cost.

(This definition appears under P2 Initiative and New Technology.)

## Center Funding (\$)

Type in the whole dollar amount provided by the Center. Round to the nearest dollar (do not enter amounts as dollars and cents, such as 12.50, round up and type 13, the default will enter the cent place holder).

## Amount requested from HQ (\$)

Type in the amount of funding requested from Headquarters. Type in the whole dollar amount rounded up to the nearest dollar.

## Amount provided by HQ (\$)

Type in the amount of funding provided through Headquarters. Type in the whole dollar amount rounded up to the nearest dollar.

## Impact Description

Describe any positive and/or negative effects, both long and short term, resulting from the implementation of the P2 initiative, project or action.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields** . All field names in **black** are required fields and must be completed before saving the record.

## Non-Quantitative Benefit Description

Summarize all benefits that cannot be measured as a cost avoidance.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields** . All field names in **black** are required fields and must be completed before saving the record.

## Partner Name

Where agencies have planned or implemented interagency pollution prevention technology development efforts or developed similar efforts with industry, academia or other entities these P2 initiatives should be described in the annual report. Agencies are requested to focus on P2 initiatives that may be transferred to other federal or states agencies or to private sector concerns. These partners may be external or internal entities.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

(This definition appears under Miscellaneous, P2 Initiative and New Technology.)

## Partnership Description

Type in a brief description of the nature of the internal or external partnership. Include specifics which deal with the Partner/Type relationships.

### Note

Some screen specific field names are colored **blue** and are. All field names in **black** are required fields and must be completed before saving the record.

(This definition appears under Miscellaneous, P2 Initiative and New Technology.)

## New Technology

Provide information regarding efforts to develop and/or test environmentally sound processes and technologies that focus on pollution prevention. This may include components of waste minimization and recycling. New Technology is defined as a process that is developed to address a specific pollution prevention concern. The following fields are resident on the New Technology screen:

Reporting Year

New Technology Name

Target Audience

New Technology Status

Benefit Description

Implementation Cost

Pay Back Years

Partner Name

Partnership Description

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for **NETS Help** or press [F1].

## New Technology Name

Type in a short description (3 or so words, or the formal name of the project) to uniquely identify the new technology.

## Target Audience

This is the agency, organization, group, or private sector concern at which the new technology is aimed. It is this specific target audience where the effects will be the most prevalent.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## New Technology Status

Select the current implementation status of the technology from the drop-down box. The status will be one of the following:

- 5a. **Developed** - the technology has advanced to where it is currently in operation and parameters for the development have been solidified.
- 5b. **Tested** - the technology has shown measurable results during the test phase.
- 5c. **Implemented** - the technology has been put into action and is currently making an impact.
- **Suspended**

## Benefit Description

Type in a short summary explaining the advantage and/or improvement expected to be realized with the execution of a new pollution prevention technology.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields** . All field names in **black** are required fields and must be completed before saving the record.

## Implementation Cost

The accumulated value, expressed in US dollars, of all endeavors associated with completion of a new pollution prevention technology.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Pay Back Years

If funding has been supplied, in whole or part, to the New Technology through government loans, grants, etc., type in the number of years it will take to repay the loan.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

(This definition appears under P2 Initiative and New Technology.)

## Partner Name

Where agencies have planned or implemented interagency pollution prevention technology development efforts or developed similar efforts with industry, academia or other entities these P2 initiatives should be described in the annual report. Agencies are requested to focus on P2 initiatives that may be transferred to other federal or states agencies or to private sector concerns. These partners may be external or internal entities.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

(This definition appears under Miscellaneous, P2 Initiative and New Technology.)

## Partnership Description

Type in a brief description of the nature of the internal or external partnership. Include specifics which deal with the Partner/Type relationships.

### Note

Some screen specific field names are colored **blue** and are. All field names in **black** are required fields and must be completed before saving the record.

(This definition appears under Miscellaneous, P2 Initiative and New Technology.)

## Pollutant

This update area identifies major contaminants and efforts used to counteract the contaminant. The Pollutant Update screen contains the following areas:

Reporting Year

Pollutant Name and CAS Number

Pollutant Activity Type

Steps taken to eliminate, reduce, recycle or treat the pollutant

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Pollutant Name and CAS Number

Select the appropriate chemical name and CAS number from the drop-down list. If the chemical is not listed contact Headquarters and have the name added to the database.

## Pollutant Activity Type

Select one of the following activities from the drop-down list to indicate the type of reduction:

- **Elimination** - the pollutant has been eradicated from the site within the time frame of the report year.
- **Recycling** - the pollutant has been reclaimed for reuse.
- **Reduction** - the pollutant's use at the site has been reduced.
- **Treatment** - the pollutant has been chemically or organically treated to lessen any harmful emissions.

## Steps taken to eliminate, reduce, recycle or treat the pollutant

Summarize the steps taken as evidence that the pollutant has been eliminated, reduced, treated, or recycled.

## Process Changes

The Process Update screen is a record of the manufacturing or business processes involved with the pollution improvement efforts. The Process Update screen contains the following areas:

Reporting Year

P2 Process Action

Targeted Name

Improvement Description

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## P2 Process Action

Select a type of action from the drop-down box. The type of action categorizes the activities undertaken to remediate the effects of pollution on a specific process. Click on the following actions for an explanation of each:

- [Replace](#)
- [Modify](#)
- [Eliminate](#)
- [Material Substitution](#)

Return to [Process Changes](#).

### Replace

The manufacturing or business process involved in the pollution prevention improvement efforts has been replaced by a new process shown to be more efficient.

### Modify

The current P2 process has been altered to reflect a more efficient action.

### Eliminate

The manufacturing or business process has been eliminated due to new technology, inefficiency, or other factors that may hamper the pollution prevention improvement efforts.

### Material Substitution

A chemical or process was replaced by an alternate, but equal, chemical or process.

### Targeted Name

The full name of the manufacturing or business process associated with a specific pollution prevention improvement effort.



### Note

Some screen specific field names are colored **blue** and are **Optional Fields** . All field names in **black** are required fields and must be completed before saving the record.

## Improvement Description

A summary describing the steps taken to eliminate, modify, or replace a manufacturing or business process involved in the pollution prevention improvement efforts.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Ozone Depleting Substances Main Menu

The required report information pertains to those substances determined to have a detrimental effect on the earth's ozone layer. Included is information on purchase, usage and storage of these substances.

Ozone Depleting Substances Usage is tracked on a calendar year basis.

ODS screen Help is available for the following topics:

Reporting Year

Date/Site/User

ODS Name and CAS Number

Substitute Testing

Stored Quantity (lbs)

Recycled %

Recovered %

Usage Quantity

User Type and Distribution Percentage

Container Type, Quantity (lbs), Cost Per Pound

ODS Use

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## ODS Name and CAS Number

Select the appropriate substance name and CAS Number from the drop-down list. If the substance is not listed contact Headquarters and have the name added to the database.

## Substitute Testing

This field is an indication of whether or not a reporting site is seeking replacement substances for use in place of a specific ozone depleting substance.

## Stored Quantity (lbs)

This is the maximum measured amount of ozone depleting substance that is routinely or typically stored at your site. Enter the amount of substance in POUNDS.

## Recycled %

To extract the Ozone Depleting Substances from an appliance and clean refrigerant for reuse without meeting all of the requirements for reclamation. In general, a recycled ozone depleting substance is one that is cleaned using oil separation and single or multiple passes through devices such as replaceable core filter/dryers, which reduce moisture, acidity, and particulate matter. Enter whole percent amounts; round up to the next highest percent.

## Recovered %

To remove the Ozone Depleting Substances in any condition from an appliance and store it in an external container without necessarily testing or processing it in any way. Enter whole percent amounts; round up to the next highest percent.

## Usage Quantity

The amount of ozone depleting substance used by the reporting site within the specified report period. This system generated field is expressed in POUNDS.

## User Type and Distribution Percentage

These fields are designations of who has used the specified ozone depleting substance and the percentage of the specified substance that each specific group or organization utilized.

The total percentage **MUST** equal 100%. You cannot input a User Type more than once, for example: if you have six offsite contractors the distribution percentage will be the aggregate percent of **all** offsite contractors.

## Container Type, Quantity (lbs), Cost Per Pound

Enter the total purchase cost of all ODS's for each container type (Bulk, Drum, and Other) divided by the total pounds of all ODS's purchased in that container type. The resulting cost per pound is a weighted average for that container type. Use the following steps to add and/or delete container, quantity, and cost information:

### Adding Container Information

1. Click on the Add button to highlight your first entry.
2. Click on the drop-down arrow in the first field to select a container type from the window: Bulk, Drum, or Other.
3. Click on the second field and enter the total amount, in pounds, that was purchased. Use whole numbers only.
4. Click on the cost per pound of the purchase. Enter the total purchase cost of all ODS's for each container type divided by the total pounds of all ODS's purchased in that container type. The resulting cost per pound is a weighted average for that container type. This is expressed in whole dollars.
5. Save your change by clicking on the Save icon at the top of the screen.

### Deleting Container Information

1. Click on, and highlight, the container that needs to be deleted.
2. Click on the Delete button.

3. Save your change by clicking on the Save icon at the top of the screen.

## ODS Use

Click on the Add or Delete buttons to list the appropriate application(s) in which the Substance was utilized.

## Recycling and Waste Main Menu

The Recycling and Waste update screens are used to record a site's yearly quantity (in POUNDS) of purchased, recycled, or disposed items. These updates include EPA Guideline and Non-Guideline materials and the dollar amounts associated with each item. The following update screens are supported under the Recycling and Waste option:

Annual Recycling

EPA CPG Item Purchases

Recycled Materials

Recycling Projects

Solid Waste

Recycling and Waste Specifications Summary

Waste Diversion Project

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

# Annual Recycling

This is a new sheet in 2002. It addresses two area of annual recycling at the Center level. Demolition projects and office products recycling program.

Reporting Year

Demolition Projects Quantity

Demolition Projects with Recovery of Construction Material Quantity

Office Products Recycling Program

Recycle Annual Description

Date/Site/User

## Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Demolition Projects Quantity

The total number of construction contracts involving demolition work that was awarded during the reporting year. Estimate the number of demolition projects if exact number is unattainable.

## Demolition Projects with Recovery of Construction Material Quantity

The total number of construction contracts involving significant demolition that were awarded during the reporting year that require some or all of the materials resulting from demolition to be recycled, reclaimed or reused.

## Office Products Recycling Program

Enter yes if your Center has an active office products recycling program. You can elaborate on what your office products recycling program is in the recycle annual description field. This is a new requirement off the RCRA data call for the FY currently being reported on.

# Recycle Annual Description

This is not a mandatory field. This is a narration box for you to elaborate on your Center office products recycling program.

## EPA CPG Item Purchases

Each site must report purchases made from sources *other than* a Federal Source of Supply. For each item category report the total amount purchased and the portion of total purchases that contained recovered materials.

EPA Guideline Item Purchases are defined as goods that were purchased (some of which contain recycled material) during the Reporting Year for the specified site. EPA Guideline Item Purchases consist of, but are not limited to, concrete and cement, concrete and cement containing fly ash, paper and paper products, paper and paper products containing recovered material, and motor vehicle lubricating oils.

The EPA Guideline Item screen supports the following update areas:

Reporting Year

EPA CPG Item

EPA CPG Purchased

Total Amount Purchased (\$)

Total Quantity Purchased

Number of Waivers Granted

Technical Impediments

Service Contract

Total Contracts Awarded

Cost Savings Amount (\$)

Amount Purchased Containing Recovered Materials (\$)

Quantity Purchased Containing Recovered Materials

Number of Fleet Maintenance Facilities

Number of Vehicles Maintained

Number of Facilities with Anti-Freeze Recycling Equipment

Total Contracts Awarded Containing Recovered Materials

Impediments Explanation

Compliance/Commitment Activities Description

Cost Savings Description

Date/Site/User

Fleet

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

Containing Recovered Materials - The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## EPA CPG Item

Select the EPA Guideline Item Category from the drop-down list. Refer to 40 CFR 247 for more information. The Website address for CFR's is:

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

If the item is not on the list contact Headquarters to have it added.

The items are colored and represent the following priorities:

Black = Either Extremely High Priority or High Priority

Extremely High Priority - NASA must improve reporting on these items, they are NASA's top CPG items of concern.

High Priority - NASA must report on this item, still a high priority item for reporting.

Gray = Inactive - NASA is not reporting on this item, the EPA is not currently collecting data on this item.

For an example list of [EPA Guideline Item List](#) click here.

To view the [EPA Comprehensive Procurement Guidelines](#), click here.

## EPA Guideline Item List

EPA Guideline Items include, but are not limited to, the following:

- Awards and plaques refers to free-standing statues and boardlike products generally used as wall-hangings.
- Carpet cushion, also known as carpet underlay, is padding placed beneath carpet to reduce carpet wear caused by foot traffic or furniture indentation, enhance comfort, and prolong appearance.
- Binders - Loose-leaf binders containing split metal rings attached to a metal back that hold perforated sheets of paper. Includes chipboard, pressboard, paper-covered and plastic-covered binders, but excludes cloth-covered binders.

Solid Plastic Binders, Plastic Clipboards, Plastic File Folders, Plastic Clip Portfolios, and Plastic Presentation Folders (EPA amended the binder designation to include solid plastic binders containing recovered plastic. EPA also designated plastic clipboards, file folders, clip portfolios, and presentation folders containing recovered plastic.)

General Service Administration (GSA) will provide data for agencies' purchases of binders from its stock program. Please provide amounts for Center purchases from other sources, including GSA schedule contracts.

- Building Insulation Products – A material, primarily designed to resist heat flow, which is installed between the conditioned volume of a building and adjacent unconditioned volumes or the outside. Includes insulation products such as blanket, board, spray-in-place, and loose-fill that are used as ceiling, floor, foundation, and wall insulation.



GSA will provide data for agencies' purchases of building insulation products from its stock program. Please provide amounts for Center purchases from other sources, including GSA schedule contracts.

- Carpet – Carpet made of polyester fiber for use in low and medium-wear applications.
- Cement – Blended hydraulic cements and portland cements used for making concrete. Cement may contain coal fly ash or ground granulated blast furnace (GGBF) slag.  
GSA will provide data for agencies' purchases of cement or concrete from its stock program. Please provide amounts for Center purchases from other sources, including GSA schedule contracts.
- Compost made from yard trimmings, leaves, grass clippings, and/or food wastes is a thermophilic converted product with high humus content. Compost can be used as a soil amendment and can also be used to prevent or remediate pollutants in soil, air, and storm water run-off.
- Concrete & Concrete Products - A mixture of cement, aggregates, and admixtures that may be cast-in-place, or used to produce pre-cast and finished concrete products such as slabs, block and pipe. Concrete and concrete products may contain coal fly ash or ground granulated blast furnace (GGBF) slag

#### Concrete Conversion Factors

- Engine Coolants - Motor vehicle engine coolant, commonly known as anti-freeze, excluding coolants used in non-vehicular applications.
- Floor Tiles – Floor tiles containing recovered rubber or plastic used in heavy duty or commercial specialty applications.
- Flowable fill is a low strength material that is mixed to a wet, flowable slurry and used as an economical fill or backfill material in place of concrete, compacted soils, or sand.
- Industrial drums are cylindrical containers used for shipping and storing liquid or solid materials.
- Manual-grade strapping refers to straps of material used with transport packaging to hold products in place on pallets or in other methods of commercial, bulk shipment. Strapping can also prevent tampering and pilferage during shipping.
- Mats are temporary or semipermanent protective floor coverings used for numerous applications, including home and office carpet protection, car and truck floor board protection, traction on slippery surfaces, cushion from floor hardness, and reduction of injury risk during athletic events.
- Motor Vehicle Lubricating Oils – Lubricating oils containing re-refined oil, including engine lubricating oils, hydraulic fluids, and gear oils, excluding marine and aviation oils.

Defense Logistics Agency (DLA) will provide data for agencies' purchases of oil through the Defense Supply Center Richmond's re-refined oil programs. Please provide amounts for Center purchases from other sources.

- Motor Vehicle Tires – Tire means the following types of tires: Passenger car tires, light and heavy-duty truck tires, high-speed industrial tires, bus tires, and special service tires (including military agricultural, off-the-road and slow-speed industrial). Airplane tires are excluded.

Army -Tank and Armaments Command (TACOM) will provide data for agencies' purchases of tires for military tactical vehicles. Please provide amounts for Center purchases of tires from other sources, including GSA schedule contracts.

- Office Recycling and Waste Containers (plastic, paper or steel) – Recycling containers and waste receptacles made from recovered paper, plastic, or steel, used to collect and transport waste and recyclable materials. Includes desktide and larger, more centralized containers.

GSA will provide data for agencies' purchases of office recycling containers and waste containers from its stock program. Please provide amounts for Center purchases from other sources, including GSA schedule contracts.

- Paper & Paper Products – The grades of paper and paperboard most frequently purchased by government agencies, including:
  - Printing and Writing Paper – Includes coated or uncoated copier paper, stationary, computer printout, offset paper, and note pads.
  - Newsprint – Groundwood paper generally used to print newspapers.
  - Commercial/Industrial Sanitary Tissue – Sanitary tissue products such as bathroom and facial tissue, paper towels, napkins, and general-purpose industrial wipes.
  - Paperboard and Packaging – Includes containerboard (corrugated board) used to make corrugated shipping containers, and paperboard used in a wide variety of packaging applications such as folding cartons, "blister cards", beverage carriers, book and report covers, mailing tubes, and video cassette boxes.
  - Miscellaneous – Tray liners, also called "doilies" or "place mats", designed to line food service trays in institutional and commercial restaurants and cafeterias.  
GSA will provide data for agencies' purchases of paper products made through its stock programs, and Government Printing Office (GPO) will provide data for its purchases on behalf of agencies. Please provide amounts for Center purchases from other sources, including GSA schedule contracts.
- Park benches and picnic tables are recreational furniture found in parks, outdoor recreational facilities, and the grounds of office buildings and other facilities.
- Plastic Desktop Accessories - Plastic desktop accessories include desk organizers, desk sorters, desk and letter trays, and memo, note, and pencil holders. These items are typically made from polystyrene and are manufactured by injection-molding.  
GSA will provide data for agencies' purchases of plastic desktop accessories from its stock program. Please provide amounts for Center purchases from other sources, including GSA schedule contracts.
- Plastic lumber landscaping timbers and posts are used to enhance the appearance of and control erosion in parks, highways, housing developments, urban plazas, zoos, and the exteriors of office buildings, military facilities, schools, and other public use areas.
- Plastic Trash Bags - Plastic trash bags, also called trash can liners, with recovered material content including HDPE, LDPE, and LLDPE.

GSA will provide data for agencies' purchases of plastic trash bags from its stock program. Please provide amounts for Center purchases from other sources, including GSA schedule contracts.

- Playground equipment includes many components, like slides, merry-go-rounds, hand rails, etc., and is found in parks, schools, child care facilities, institutions, multiple family dwellings, restaurants, resort and recreational developments, and other public use areas.
- Railroad grade crossing surfaces are materials placed between railroad tracks, and between the track and the road at highway and street railroad crossings, to enhance automobile and pedestrian safety.
- Signage (including sign posts and supports) is used for identification and directional purposes for public roads and highways, and inside and outside office buildings, museums, parks, and other public places.
- Sorbents (i.e., absorbents and adsorbents) are materials used to retain liquids and gases in a diverse number of environmental, industrial, agricultural, medical, and scientific applications. Absorbents incorporate a substance while adsorbents gather substances on their surfaces.
- Structural Fiberboard and Laminated Paperboard - Structural fiberboard is a panel made from wood, cane, or paper fibers matted together which is used for sheathing, structural, and insulating purposes. Laminated paperboard means board made from one or more plies of kraft paper bonded together, with or without facers, that is used for decorative, structural, or insulating purposes. Examples of these products include building board, insulating formboard, sheathing, and acoustical and non-acoustical ceiling tile.

GSA will provide data for agencies' purchases of structural fiberboard and laminated paperboard from its stock program. However, please provide amounts for Center purchases from other sources, including GSA schedule contracts.

- Toner Cartridges – Toner cartridges used in laser printers, photocopiers, fax machines, and microphotographic printers.

GSA and DLA will provide data for agencies' purchases of toner cartridges and remanufactured toner cartridges through their stock programs. However, please provide amounts for Center purchases from other sources, including GSA schedule contracts.

- Traffic Cones and Traffic Barricades – Includes plastic and rubber traffic cones used to mark road hazards or to direct vehicular traffic, and traffic barriers used to control or restricting traffic. Traffic barriers are typically made from wood, steel, plastic, fiberglass, or a combination of these materials.

GSA will provide data for agencies' purchases of traffic cones and traffic barricades from its stock program. Please provide amounts for Center purchases from other sources, including GSA schedule contracts.

- Other Products - (Designated Prior To January, 2000)

EPA designated consolidated and reprocessed latex paint, shower and restroom dividers/partitions, patio blocks (rubber or plastic), garden and soaker hoses, hydraulic mulch, compost made from yard trimmings, lawn and garden edging, playground surfaces and running tracks, plastic envelopes, printer ribbons, plastic fencing, parking stops, channelizers, delineators, flexible delineators, and pallets.

(Direct user to proper field for data entry- NEW) For any of these products that your Center purchased in the FY currently being reported on, provide anecdotal examples of how your Center promoted the procurement of these products containing recovered materials. Examples could

include contract and/or solicitation language developed to require the use of these products, changes to policies, or summaries of projects that incorporated the purchase of these products containing recovered materials or pilot projects.

## EPA Comprehensive Procurement Guidelines

This is the entire Comprehensive Procurement Guidelines list.

<u>Product Category</u>	<u>Item</u>	<u>Item-Type</u>	<u>Postconsumer Material (%)</u>
Non-Paper Office Products	<i>Plastic clipboards</i>	High Density Polyethylene	90
Non-Paper Office Products	"	Polystyrene	50
Non-Paper Office Products	"	Misc. Plastics	15
Non-Paper Office Products	<i>Plastic file folders, Plastic clip portfolios, Plastic presentation Folders</i>	High Density Polyethylene	90
Non-Paper Office Products	<i>Solid plastic binders</i>	High Density Polyethylene	90
Non-Paper Office Products	"	Polyethylene terephthalate	30-50
Non-Paper Office Products	"	Polyethylene terephthalate	10
Non-Paper Office Products	"	Misc. Plastics	80
Non-Paper Office Products	<i>Binders</i>	Plastic-covered	---
Non-Paper Office Products	"	Paper-covered	75-100
Non-Paper Office Products	"	Pressboard	20
Non-Paper Office Products	<i>Office Recycling Containers and Office Waste Receptacles</i>	Plastic	20-100

<b>Non-Paper Office Products</b>	"	Steel	16
<b>Non-Paper Office Products</b>	"	Paper	---
<b>Non-Paper Office Products</b>	"	-Corrugated	25-4
<b>Non-Paper Office Products</b>	"	-Solid Fiber Boxes	40
<b>Non-Paper Office Products</b>	"	-Industrial Paperboard	40-4
<b>Non-Paper Office Products</b>	<i>Plastic Desktop Accessories</i>	Polystyrene	25-4
<b>Non-Paper Office Products</b>	<i>Plastic Envelopes</i>	Plastic	25
<b>Non-Paper Office Products</b>	<i>Plastic Trash Bags</i>	Plastic	10-1
<b>Non-Paper Office Products</b>	<i>Printer Ribbons</i>	Procure printer ribbon reinking or reloading services	---
<b>Non-Paper Office Products</b>	"	Procure reinked or reloaded printer ribbons	---
<b>Non-Paper Office Products</b>	<i>Toner Cartridges</i>	Procure remanufacturing services for expended cartridges	---
<b>Non-Paper Office Products</b>	"	Obtain remanufactured toner cartridges or new toner cartridges made with recovered materials from product vendors	---
<b>Paper Office Products</b>	<i>Uncoated Printing and Writing Papers</i>	Reprographic Paper (e.g., mimeo and duplicator paper, high-speed copier paper, and bond paper)	30
<b>Paper Office Products</b>	"	Offset Paper (e.g., offset printing paper, book paper, and bond paper)	30
<b>Paper Office Products</b>	"	Tablet Paper (e.g., offset paper such as note pads, stationery, and other writing papers)	30
<b>Paper Office Products</b>		Forms Bond (e.g., forms, computer printout paper, and ledger)	30
<b>Paper Office</b>		Envelope Paper Wove Kraft	30

<b>Products</b>			
<b>Paper Office Products</b>	"	- White and Colored (including manila)	10-2
<b>Paper Office Products</b>	"	- Unbleached	10
<b>Paper Office Products</b>	"	Cotton Fiber Paper (e.g., cotton fiber papers, ledger, stationery and matching envelopes, and other writing papers)	30
<b>Paper Office Products</b>	"	Text & Cover Paper (e.g., cover stock, book paper, stationery and matching envelopes, and other writing paper)	30
<b>Paper Office Products</b>	"	Supercalendered	10
<b>Paper Office Products</b>	"	Machine Finish Groundwood	10
<b>Paper Office Products</b>	"	Papeteries	30
<b>Paper Office Products</b>	"	Check Safety Paper	10
<b>Paper Office Products</b>	<i>Coated Printing and Writing Papers</i>	Coated Printing Paper	10
<b>Paper Office Products</b>	"	Carbonless	30
<b>Paper Office Products</b>	<i>Bristols</i>	File Folders (manila and colored)	30
<b>Paper Office Products</b>	"	Dyed Filing Products	20
<b>Paper Office Products</b>	"	Cards (index, postal, and other, including index sheets)	20
<b>Paper Office Products</b>	"	Pressboard Report Covers and Binders	20
<b>Paper Office Products</b>	"	Tags and Tickets	20
<b>Paper Office Products</b>	<i>Newsprint</i>	Newsprint	20-8
<b>Paper and Paper Products</b>	<i>Commercial/Industrial Sanitary Tissue Products</i>	Bathroom Tissue	20-6

<b>Paper and Paper Products</b>	"	Paper Towels	40-6
<b>Paper and Paper Products</b>	"	Paper Napkins	30-6
<b>Paper and Paper Products</b>	"	Facial Tissue	10-1
<b>Paper and Paper Products</b>	"	General Purpose Industrial Wipers	40
<b>Paper and Paper Products</b>	<i>Paperboard and Packaging Products</i>	Corrugated containers	25-6
<b>Paper and Paper Products</b>	"	(300 psi)	25-6
<b>Paper and Paper Products</b>	"	Solid Fiber Boxes	40
<b>Paper and Paper Products</b>	"	Folding Cartons	40-8
<b>Paper and Paper Products</b>	"	Industrial paperboard (e.g., tubes, cores, drums, and cans)	45-1
<b>Paper and Paper Products</b>	"	Miscellaneous (e.g., pad backs, covered binders, book covers, mailing tubes, protective packaging)	75-1
<b>Paper and Paper Products</b>	"	Padded mailers	5-1
<b>Paper and Paper Products</b>	"	Carrierboard	10-1
<b>Paper and Paper Products</b>	"	Brown papers (e.g., wrapping paper and bags)	5-2
<b>Paper and Paper Products</b>	<i>Miscellaneous Paper Products</i>	Tray Liners	50-7
<b>Construction Products (Building Insulation)</b>	<i>Rock Wool</i>	Slag	---
<b>Construction Products (Building Insulation)</b>	<i>Fiberglass</i>	Glass Cullet	---
<b>Construction Products (Building Insulation)</b>	<i>Cellulose Loose-Fill and Spray-On</i>	Postconsumer Paper	75
<b>Construction</b>	<i>Perlite Composite Board</i>	Postconsumer Paper	23

<b>Products (Building Insulation)</b>			
<b>Construction Products (Building Insulation)</b>	<i>Plastic Rigid Foam, Polyisocyanurate/Poly-urethane:</i>		
<b>Construction Products (Building Insulation)</b>	<i>Rigid Foam</i>	---	---
<b>Construction Products (Building Insulation)</b>	<i>Foam-in-Place</i>	---	---
<b>Construction Products (Building Insulation)</b>	<i>Glass Fiber Reinforced</i>	---	---
<b>Construction Products (Building Insulation)</b>	<i>Phenolic Rigid Foam</i>	---	---
<b>Construction Products (Building Insulation)</b>	<i>Plastic, Non-Woven Batt</i>	Recovered and/or Postconsumer Plastics	---
<b>Construction Products (Carpet)</b>	<i>Polyester Carpet</i>	Polyethylene terephthalate	25-1
<b>Construction Products (Carpet)</b>	<i>Face Fiber</i>	---	---
<b>Construction Products (Carpet Cushion)</b>	<i>Bonded polyurethane</i>	Old Carpet Cushion	15-4
<b>Construction Products (Carpet Cushion)</b>	<i>Jute</i>	Burlap	40
<b>Construction Products (Carpet Cushion)</b>	<i>Synthetic fibers</i>	Carpet fabrication scrap	
<b>Construction Products (Carpet Cushion)</b>	<i>Rubber</i>	Tire rubber	60-5
<b>Construction Products</b>	<i>Cement and Concrete</i>	Coal Fly Ash	---
<b>Construction Products (Railroad Grade Crossing Surfaces)</b>	<i>Concrete/Coal</i>	Fly Ash	---
<b>Construction</b>	<i>Rubber</i>	Tire rubber	---



**Products (Railroad  
Grade Crossing  
Surfaces)**

**Construction  
Products (Railroad  
Grade Crossing  
Surfaces)**

**Construction  
Products**

*Steel*

\*16/

*Flowable Fill*

Coal Fly Ash and/or Ferrous  
Foundry Sands

Percent  
vary (per j  
basi

**Construction  
Products**

"

Ground Granulated Blast  
Furnace Slag

---

**Construction  
Products**

*Reprocessed Latex Paint*

White, Off-white and Pastel  
Colors

20

**Construction  
Products**

"

Grey, Brown, Earthtones, and  
Other Dark Colors

50-5

**Construction  
Products**

*Consolidated Latex Paints*

10

**Construction  
Products**

*Patio Blocks*

Rubber or Rubber Blends

90-1

**Construction  
Products**

"

Plastic or Plastic Blends

---

**Construction  
Products**

*Floor Tiles (heavy  
duty/commercial use)*

Rubber

90-1

**Construction  
Products**

"

Plastic

---

**Construction  
Products**

*Structural Fiberboard*

---

---

**Construction  
Products**

*Laminated Paperboard*

Postconsumer Paper

10

**Construction  
Products**

*Shower and Restroom  
Dividers/Partitions  
Containing Recovered  
Plastic or Steel*

Plastic

20-1

**Construction  
Products**

"

Steel

16

**Landscaping  
Products**

*Plastic Lumber  
Landscaping Timbers and  
Posts*

High Density Polyethylene,  
Low Density Polyethylene,  
Polyethylene terephthalate

25-1

<b>Landscaping Products</b>	"	Mixed Plastics/Sawdust	50
<b>Landscaping Products</b>	"	High Density Polyethylene/Fiberglass	75
<b>Landscaping Products</b>	"	Other mixed resins	50-1
<b>Landscaping Products</b>	<i>Garden Hose</i>	Rubber and/or Plastic	60-6
<b>Landscaping Products</b>	<i>Soaker Hose</i>	Rubber and/or Plastic	60-7
<b>Landscaping Products</b>	<i>Paper-Based Hydraulic Mulch</i>	Paper	10
<b>Landscaping Products</b>	<i>Wood-Based Hydraulic Mulch</i>	Wood and Paper	---
<b>Landscaping Products</b>	<i>Yard Trimmings and/or Food Waste</i>	procuring agencies purchase or use compost materials, yard trimmings, leaves, and/or grass clippings in such landscaping, seeding of grasses/plants, as nutrients for trees/shrubs, and in erosion control and soil reclamation	
<b>Landscaping Products</b>	<i>Lawn and Garden Edging</i>	Plastic and/or Rubber	30-1
<b>Park and Recreation Products</b>	<i>Fencing Containing Recovered Plastic</i>	Plastic	60-1
<b>Park and Recreation Products</b>	<i>Playground Equipment</i>	Plastics	90-1
<b>Park and Recreation Products</b>	"	Plastic Composites	50-7
<b>Park and Recreation Products</b>	"	Steel	*16/
<b>Park and Recreation Products</b>	"	Aluminum	25
<b>Park and Recreation Products</b>	"	Rubber or Plastic	90-1
<b>Park and Recreation Products</b>	<i>Park Benches and Picnic Tables</i>	Plastic	90-1
<b>Park and Recreation Products</b>	"	Plastic composites	50-1
<b>Park and Recreation Products</b>	"	Aluminum	25
<b>Park and Recreation Products</b>	"	Concrete	

<b>Recreation Products</b>			
<b>Park and Recreation Products</b>	"	Steel	67
<b>Park and Recreation Products</b>	<i>Running Tracks</i>	Rubber or Plastic	90-1
<b>Transportation Products</b>	<i>Channelizers</i>	Plastic	25-5
<b>Transportation Products</b>	"	Rubber (base only)	10
<b>Transportation Products</b>	<i>Delineators</i>	Plastic	25-5
<b>Transportation Products</b>	"	Rubber (base only)	10
<b>Transportation Products</b>	"	Steel (base only)	*16/
<b>Transportation Products</b>	<i>Flexible Delineators</i>	Plastic	25-5
<b>Transportation Products</b>	<i>Parking Stops</i>	Plastic and/or Rubber	10
<b>Transportation Products</b>	"	Concrete Containing Coal Fly Ash	---
<b>Transportation Products</b>	"	Concrete Containing Ground Granulated Blast Furnace Slag (GGBF)	---
<b>Transportation Products</b>	<i>Traffic Barriers (Types I and II)</i>	High Density Polyethylene, Low Density Polyethylene, Polyethylene terephthalate	80-1
<b>Transportation Products</b>	"	Steel	*16/
<b>Transportation Products</b>	"	Fiberglass	---
<b>Transportation Products</b>	<i>Traffic Cones</i>	PVC, Low Density Polyethylene, Crumb Rubber	---
<b>Vehicular Products</b>	<i>Engine Coolants</i>	1. reclaiming the spent engine coolants onsite for use in the agencies' vehicles or establishing a service contract for reclamation of the agencies' spent engine coolant for use in the agencies' vehicles.	---

<b>Vehicular Products</b>	<i>Re-refined Lubricating Oils</i>	procuring agencies set their minimum re-refined oil content standard at the highest level of re-refined oil that they determine meets the statutory requirements of RCRA section 6002(c)(1), but no lower than 25 percent re-refined oil.	---
<b>Vehicular Products</b>	<i>Retread Tires</i>	---	---
<b>Miscellaneous Products</b>	<i>Wooden pallets</i>	Wood	95-1
<b>Miscellaneous Products (Plastic pallets)</b>	<i>-Plastic Lumber</i>	Plastic	10
<b>Miscellaneous Products (Plastic pallets)</b>	<i>-Thermoformed</i>	Plastic	25-4
<b>Miscellaneous Products</b>	<i>Paperboard pallets</i>	Paperboard	50
<b>Miscellaneous Products</b>	<i>Sorbents-oil and solvent clean up and animal bedding</i>	Paper	90-1
<b>Miscellaneous Products</b>	"	Textiles	95-1
<b>Miscellaneous Products</b>	"	Plastics	---
<b>Miscellaneous Products</b>	"	Wood	---
<b>Miscellaneous Products</b>	"	Other Organics/Multi-Materials	---
<b>Miscellaneous Products</b>	<i>Steel Industrial Drums</i>	Steel	16
<b>Miscellaneous Products</b>	<i>Plastic Industrial Drums</i>	High Density Polyethylene	30-1
<b>Miscellaneous Products</b>	<i>Fiber Industrial Drums</i>	Paper	10
<b>Miscellaneous Products</b>	<i>Awards and Plaques</i>	Glass	75-1
<b>Miscellaneous Products</b>	"	Wood	---
<b>Miscellaneous</b>	"	Paper	40-4

<b>Products</b>			
<b>Miscellaneous Products</b>	"	Plastic and Plastic/Wood Composite	50-1
<b>Miscellaneous Products</b>	<i>Mats</i>	Rubber	75-1
<b>Miscellaneous Products</b>	"	Plastic	10-1
<b>Miscellaneous Products</b>	"	Rubber/Plastic Composite	10
<b>Miscellaneous Products</b>	<i>Manual-Grade Polyester Strapping</i>	Polyethylene terephthalate	50-1
<b>Miscellaneous Products</b>	<i>Manual-Grade Polypropylene Strapping</i>	PP	---
<b>Miscellaneous Products</b>	<i>Manual-Grade Steel Strapping</i>	Steel	*16/
<b>Miscellaneous Products</b>	<i>Signs</i>	Plastic	80-1
<b>Miscellaneous Products</b>	"	Aluminum	25
<b>Miscellaneous Products</b>	<i>Sign Posts/Supports</i>	Plastic	80-1
<b>Miscellaneous Products</b>	"	Steel	*16/

\*The recommended recovered materials content levels for steel in this table reflect the fact that the designated items are manufactured in either a Basic Oxygen Furnace (BOF) or an Electric Arc Furnace (EAF). Steel from the BOF process contains a total recovered materials, of which 16% postconsumer steel. Steel from the EAF process contains a total of 100% recovered materials, 67% is postconsumer.

Definitions as found in the Strategic Plan To Implement EO 13101 Greening the Government Through Waste Prevention: Federal Acquisition Regulation 3-12-99: **Postconsumer materials** means a material or finished product that has served its intended purpose, is discarded for disposal for recovery, and is part of the broader category of recovered material. **Recovered materials** means materials and by-products that have been recovered or diverted from solid waste, but such item does not include those materials generated from, and commonly reused within, and original manufacturing process (42 U.S.C 6903 (19)).

## Concrete Conversion Factors

1. Number of cubic feet in a cubic yard of concrete

1 yard = 3 feet

1 cubic yard = 27 cubic feet

2. Number of pound of concrete in a cubic yard of concrete

Density of concrete is 150 lbs./cu ft, therefore,

1 cubic yard of concrete will weigh =  $150 \text{ lbs./cu ft} * 27 \text{ cu ft} = 4050 \text{ lbs.}$

3. Number of tons of concrete in a cubic yard of concrete

1 ton = 2000 lbs., therefore,

1 cubic yard of concrete will be =  $4050 \text{ lbs.} * (1 \text{ ton}/2000 \text{ lbs.}) = 2.025 \text{ tons}$

## EPA CPG Purchased

Select an Environmental Protection Agency (EPA) Comprehensive Procurement Guideline (CPG) Item from the pull down menu and enter yes, not purchased, or no information available for each of the items in the menu.

(Yes) The EPA CPG Item currently selected was purchased in the current Fiscal Year at your center.

(Not purchased) The EPA CPG Item currently selected was not purchased in the current Fiscal Year at your center.

(No Information) Your center is not currently tracking the purchases of the EPA CPG Item currently selected.

## Total Amount Purchased (\$)

Type in the total dollar amount (rounded to the nearest whole dollar) of all items purchased in the EPA Guideline Item Category, whether they contained recovered material or not.

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

## Total Quantity Purchased

Type in the total quantity purchased the EPA Guideline Item Category, whether they contained recovered material or not.

This field is not applicable to EPA Guideline Items with a unit type of n/a.

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

## Number of Waivers Granted

Enter the number on waivers you have at your center for the CPG Item you have selected.

## Technical Impediments

Were there any technical impediments to increasing the amount of this product containing recovered materials purchased by your Center in the FY currently being reported on?

## Service Contract

If the dollar totals your Center is reporting for this item include a standard price for vehicle servicing, check Yes.

## Total Contracts Awarded

Total number of contracts that were required to purchase a particular EPA Guideline Item.

## Cost Savings Amount (\$)

The Cost Savings Amount is a reduction in the level of current expenditures, monetary proceeds or credits. The reduction results from the modification of existing manufacturing or business processes involved in pollution prevention improvement efforts.

If the reduction results in a Cost Avoidance, enter the whole dollar amount as a negative (for example, -66). Cost Avoidance amounts (negative numbers) will be displayed in red with parenthesis (for example, you enter -66 to reflect a cost avoidance, the entry will be displayed as **(\$66)** on-screen.

Cost savings are expressed in current year dollar amounts and may be a one-time amount or an annually recurring amount, depending on the nature of the action.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Amount Purchased Containing Recovered Materials (\$)

Report the total dollar amount spent on purchases of each EPA Guideline Item during the reporting period. An EPA Guideline Item: (1) is, or can be, made with recovered material; (2) is listed in an EPA procurement guideline (40 CFR part 247); and (3) meets EPA purchasing recommendations contained in a related EPA Recovered Material Advisory Notice (RMAN).

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

Containing Recovered Materials - The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

## Quantity Purchased Containing Recovered Materials

Type in the total quantity of the purchased EPA Guideline Item that contained Recovered Materials.

This field is not applicable to EPA Guideline Items with a unit type of n/a.

Total amount – Total amount equals the amount of product without recovered materials plus the amount of product with recovered materials.

Containing Recovered Materials - The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

## Number of Fleet Maintenance Facilities

Enter in the number of Fleet Maintenance Facilities that are in operation at your site. This field is enabled only with the Engine Coolants EPA Guideline Item.

## Number of Vehicles Maintained

Enter in the number of Vehicles Maintained at your site. Vehicles include automobiles, trucks and heavy equipment. This field is enabled only with the Engine Coolants EPA Guideline Item.

### Note



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## Number of Facilities with Anti-Freeze Recycling Equipment

Enter in the number of NASA Operated Fleet Maintenance Facilities that own and operate Anti-Freeze Recycling Equipment. This number is not to exceed the number of Fleet Maintenance Facilities. This field is enabled only with the Engine Coolants EPA Guideline Item.

## Total Contracts Awarded Containing Recovered Materials

Total number of contracts that were required to purchase a particular EPA Guideline Item that contained Recovered Materials.

Containing Recovered Materials - The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Impediments Explanation

Type in a brief narrative explaining why you were prevented from purchasing all of the EPA Guideline Items in accordance with RMAN.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Compliance/Commitment Activities Description

Enter information as it relates to Compliance/Commitment Activities (i.e. number of contracts awarded, policies issued, practices changed, pilot project activities, etc.).

## Cost Savings Description

A summarized narrative explaining the basis for calculating the Cost Savings Amount (or Cost Avoidance, if the amount entered was a negative number) and any assumptions used for determining the amount. Include any details proving that the item has created the Cost Savings (or Cost Avoidance, if applicable).

## Fleet

Group of 20 or more light duty motor vehicles that are centrally fueled or capable of being centrally fueled and are owned, operated, leased, or otherwise controlled by a government entity.

Source: Energy Policy Act

## Recycled Materials

Recycled Materials are those which have generated a positive dollar amount resulting from the sale of materials during the Reporting Year for the specified site. These materials consist of, but are not limited to, paper, scrap metal, and cardboard.

If the material you require is not on the drop-down menu, contact Headquarters to have it added to the database. The Recycled Materials screen supports the following reporting areas:

Reporting Year

Recycled Material Name

Revenue from Sale (\$)

Quantity Recycled

Cost to Recycle (\$)

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Recycled Material Name

Select the specific Recycled Material name (from the drop-down list) that was sold and for which moneys were received. If the required item type is not listed, contact Headquarters to have the item added to the database.

Recycled Material reports shown in pounds (lbs.) have been automatically converted using the following conversion factors:

Antifreeze	9 lbs. / gal
Fluorescent Lamp	1.25 lbs. / unit
Photo Fixer	9 lbs. / gal
Tire	25 lbs. / unit
Toner Cartridge	1.5 lbs. / unit
Waste Oil	8 lbs. / gal
Yardwaste	50 lbs. / cubic yard

## Revenue from Sale (\$)

Revenue from Sale is the total dollar gross receipt realized from sale of waste materials to recyclers. Gross receipts should not be adjusted to account for material collection, sale and management costs in reporting revenue for sale.

## Quantity Recycled

Type in the total number of the selected Recycled Item (for example: paper, scrap metal, or cardboard) that was sold and for which moneys were received. The Quantity Recycled is for the entire Reporting Year (per site).

## Cost to Recycle (\$)

For the Recycled material selected from the dropdown menu, enter the fee associated with recycling this material annually.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Recycling Projects

This is a screen to get more information about your centers recycling program. Make a note in the description of anything that you feel will give an accurate depiction of your Center recycling project.

Reporting Year

Recycle Project Name

Recycle Project Type

Recycle Project Status

Recycle Project Start Date

Recycle Project End Date

Recycle Project Funding Amount (\$)

Recycle Project Savings Amount (\$)

Recycle Project Description

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Recycle Project Name

Enter a title for your Center project.

## Recycle Project Type

Classify your project into one of the categories provided.

## Recycle Project Status

Indicate the current status of your project

## Recycle Project Start Date

Enter the date the project development began.

## Recycle Project End Date

If it was a temporary recycling program, enter the end date.

## Recycle Project Funding Amount (\$)

Enter the cost to get the program started

## Recycle Project Savings Amount (\$)

Enter the savings amount if there was a monetary savings for this year.

## Recycle Project Description

Give a narrative of the project type.

## Solid Waste

The Solid Waste data collection screen reports the total number of POUNDS and the TOTAL COST PER TON spent on the disposal of cardboard, paper, scrap metal, *etc.*, for the Reporting Year per specified site. Solid waste is waste that is incinerated or disposed to landfill not including hazardous waste or items that were recycled. This also includes cost avoidance amounts relative to the disposal. The Solid Waste reporting screen supports the following update areas:

Reporting Year

Disposed Site Quantity (lbs.)

Disposal Cost Amount (\$)

Annual Diversion Cost (\$)

Calculated Annual Diversion Cost (\$)

New Solid Waste Prevention Practices

No New Solid Waste Prevention Practices Explanation

Solid Waste Items

Solid Waste Items Description

Date/Site/User

Total Solid Waste - "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Center is including other materials, such as construction and demolition debris.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Disposed Site Quantity (lbs.)

Enter the total weight in pounds (rounded to the nearest whole pound) of the solid waste disposed off-site.

## Disposal Cost Amount (\$)

Enter the whole dollar amount of the total cost per year, by reporting year and site, of ALL material that has been scrapped.

## Annual Diversion Cost (\$)

Enter the total cost for your Center's recycling program annually.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Calculated Annual Diversion Cost (\$)

This field will be populated with the sum of fees associated with each of your recycled materials.

## New Solid Waste Prevention Practices

Select Yes or No from the drop-down box to indicate whether or not your site instituted any new Solid Waste Prevention Practices this reporting year.

## New Solid Waste Prevention Practices Description

If you implemented New Solid Waste Prevention Practices during the reporting year, please describe here.

If you answered 'No' to the New Solid Waste Prevention Practices, please explain why.

## No New Solid Waste Prevention Practices Explanation

If you implemented New Solid Waste Prevention Practices during the reporting year, please describe here.

If you answered 'No' to the New Solid Waste Prevention Practices, please explain why.

## Solid Waste Items

Pick a Solid Waste Item from the dropdown window that is included in your solid waste disposal totals.

Total Solid Waste - "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Center is including other materials, such as construction and demolition debris.

## Solid Waste Items Description

Enter specific information about the Solid Waste Item disposed of.

Total Solid Waste - "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Center is including other materials, such as construction and demolition debris.

# Recycling and Waste Specifications Summary

The Recycling and Waste Specifications Summary screen reports the total number of specification documents that were modified during the Reporting Year for the specified site.

The information pertains to specifications, documents, Commercial Item Descriptions (CIDs), policies, etc. that exist, and have been reviewed/revised to optimize the use of recovered materials. The Specification Summary update screen supports the following update areas:

Specification Type

Reporting Year

Total no. of Specifications

No. of Specifications Reviewed

No. of Documents Modified to Add Recovered Materials Preference

No. of Documents Modified to Remove Recovered Materials Prohibition

No. of Documents Modified to Remove Requirements for Use of Virgin Materials

Date/Site/User

## Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Specification Type

This defaults from the report area selected on the Main Menu. The value entered in this field will indicate the type of specification area chosen by the user. This field can not be modified.



## Total no. of Specifications

Enter the total number of all specifications and standards, Commercial Item Descriptions, Product Descriptions or other similar documents over which the reporting site has control during the current reporting year.

## No. of Specifications Reviewed

Type in the total count of all specifications at the site that have been reviewed for recovered materials preference. This is a count of the specifications, standards, commercial item descriptions, product descriptions or other similar documents that have been reviewed during the current reporting year.

## No. of Documents Modified to Add Recovered Materials Preference

Type the total number of documents that were modified during the current reporting year to add all recovered material preferences.

For example: your site may have reviewed 50 documents for the reporting year, but only 3 had any changes made to their content.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## No. of Documents Modified to Remove Recovered Materials Prohibition

Type the total number of documents that were modified during the current reporting year to remove any blocks for the use of recovered materials.

For example: your site may have reviewed 50 documents for the reporting year, but only 3 had any changes made to their content.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## No. of Documents Modified to Remove Requirements for Use of Virgin Materials

Type the total number of documents that were modified during the current reporting year for the use of *new* materials.

For example: your site may have reviewed 50 documents for the reporting year, but only 3 had any changes made to their content.

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

## Waste Diversion Project

Waste Diversion Project is a designated change in the waste stream flow by recycling or reusing item instead of sending them to a landfill or incinerator.

Reporting Year

Waste Diversion Project Name

Waste Diversion Project Status

Waste Diversion Project Description

Waste Diversion Project POC

Waste Diversion Project Start Date

Waste Diversion Project End Date

Waste Diversion Project Funding

Waste Diversion Project Funding Amount (\$)

Waste Diversion Project Savings Amount (\$)

Date/Site/User

### Note

Some screen specific field names are colored **blue** and are **Optional Fields**. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Waste Diversion Project Name

Descriptive title that refers to the project.

## Waste Diversion Project Status

Select the current status of the project that was described.

## Waste Diversion Project Description

Any pertinent information on the new recycling or waste diversion project. Include at least a paragraph describing the project.

## Waste Diversion Project POC

Name, phone number or email of a individual responsible for the project.

## Waste Diversion Project Start Date

Origination date of project.

## Waste Diversion Project End Date

Proposed or actual date of project completion.

## Waste Diversion Project Funding

Center funds(facility budget), HQ's/Center funds(facility and HQ's budget), Contractor funds(NASA contracting budget), NASA HQ's funds(HQ's budget only) or other funds (outside source funded/non-NASA).

## **Waste Diversion Project Funding Amount (\$)**

Proposed or actual amount spent on the project.

## **Waste Diversion Project Savings Amount (\$)**

Proposed or actual amount saved on the project.

# Contents

The links below are a list of the individual headings for each button located on the NETS Main Menu screen. To access individual data collection screens and their resident fields, click on the appropriate Main Menu title. For help on using this Help system click on the NETS Help link at the bottom of this page.

[Pollution Prevention](#)

[Recycling and Waste](#)

[Ozone Depleting Substances](#)

[Energy](#)

[Energy & Water Management Functional Reviews](#)

[Environmental Functional Management](#)

[Environmental Functional Review](#)

[Reporting](#)

[Change Password](#)

[Exit](#)

## Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

Go to Help on [NETS Help](#) or press [F1].

# NETS

NASA Environmental Tracking System (NETS) is an automated application and database supporting:

- Mandatory Agency Environmental Reporting
- Agencywide Performance Metrics
- Functional Oversight

Center users will enter summary level data required by existing paper reports into the NETS database.

HQ JE users will use NETS to review center data and prepare consolidated agency reports.

## Reporting Year

This is the **fiscal year** to which the reported information applies, not necessarily the year in which you are submitting the report. EPCRA and ODS are based on **calendar year** information.

The current Reporting Year will be automatically entered based on the selected reporting type. If needed, in most cases, you can change the data's current Reporting Year (YYYY format) to the specified year. The system will display an error screen if an invalid date is entered. Valid date ranges are the current reporting year or any subsequent year (within a ten year limit).

Click on OK to exit the error screen, and enter a valid Reporting Year.

# Reporting Year for Running Reports

Several of the reports require that a **Baseline** reporting year be defined in addition to the **Reporting Year**.

The baseline year for Pollution Prevention is 1994.

The baseline year for Energy is as follows:

NMV and MV = 1985

EIF = 1990

The Baseline year will contain a default value that has been system defined. To *accept* the Baseline default click on OK when the Reporting Years window appears. To *change* the default values click on each field and select the needed year from the drop-down. Reports with existing data will be generated for the selected Reporting Year.

## Date/Site/User

These are default fields based on the login information.

**Date** - This defaults to the date the original report was created (MM/DD/YYYY).

**Site** - The locations of the reporting information are abbreviated as follows:

- **ARC** - Ames Research Center
- **DFRC** - Dryden Flight Research Center
- **GRC** - Glenn Research Center
- **GSFC** - Goddard Space Flight Center
- **HQ** - Headquarters Code JE
- **JPL** - Jet Propulsion Laboratory
- **JSC** - Johnson Space Center
- **KSC** - Kennedy Space Center
- **LaRC** - Langley Research Center
- **MAF** - Michoud Assembly Facility

- **MSFC** - Marshall Space Flight Center
- **NIP** - NASA Industrial Plant
- **SSC** - Stennis Space Center
- **WFF** - Wallops Flight Facility
- **WSTF** - White Sands Test Facility

**User** - The identification of the person who is responsible for the integrity of the reported information. This is the name used to sign on to NETS.

# NETS Help

## General Information

The NETS Help function is designed to be a user tool for NETS operation. It is assumed that the user is proficient with Windows-based Help file systems and has completed NETS operation training.

Each of the available NETS Main Menu buttons and Update tabs are listed individually within the Help topics. These fields are also found by clicking on the **Contents** from the Index tab and selecting the required screen name, or by using the Find option. Each topic is broken down into screen specific reporting fields. General field areas are listed separately. If you are unsure of the tab heading you need, consult your supervisor.

Topics which contain the **Outstanding documents** selection are identified by the \* (asterisk) symbol to the right of the tab name in the Help file.

Click on one of the following for further Help instructions:

- **Screen Level Help**
- **Drop-down Menus**
- **Moving Around the Screens**
- **Printing Help**



### Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

## Change Password

Passwords are used as a means to control access to the NETS system and to track user data entry. *Do not give your password out to anyone!* If, for some reason, your password becomes unsecured, notify your supervisor and use the following information to change your password:

1. Click on the Password button and type in your current password (this is the password assigned to you by the DBA at Glenn Research Center).
2. **[Tab]** to the New Password field and type your new password (passwords must be at least 6 characters long and are to be typed in lower case only).
3. **[Tab]** to the Verify Password field and retype your new password *exactly* as you did in the New Password field.
4. Click on **OK** to accept the Password change, or **Cancel** if you decide not to change the password.

Remember : Passwords are case sensitive. Your password must be all lower case letters. It must be typed in as all lower case or the system will return an error message and will not allow you access.

If you forget your password, please contact the NETS Help Line at Glenn Research Center at (216) 977-1298.

### Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Screen Level Help

Help is available for individual NETS update screens by doing one of the following:

- After entering the NETS system, select the required tab heading to access the correct update screen. Click on the question mark button at the top of the screen to access the related Help file;
- Or-**
- Press the [F1] key while you are on any screen to access the Contents for the Main Menu topic that is linked to the tabs;
- Or-**
- Click on Help on the menu bar. Select the [Contents](#) heading from the drop-down window. This will take you the Main Menu of the Help Topics where you can choose from the main report headings.
- Or-**
- Click on one of the topic headings listed below to take you directly to the topic's Main Menu.
  - [Pollution Prevention](#)
  - [Recycling and Waste](#)
  - [Ozone Depleting Substances](#)
  - [Energy](#)
  - [Energy & Water Management Functional Reviews](#)
  - [Environmental Functional Management](#)
  - [Environmental Functional Review](#)
  - [Reporting](#)
  - [Change Password](#)
  - [Exit](#)

Click here for [NETS Help](#) or press [F1].

## Drop Down Menus

- If a screen field has drop-down menu selections there may be instances where the selection you need is not available in the current database. If this occurs, please contact the NETS Help Line at Glenn Research Center at (216) 977-1298 to have it added.

Click here for [NETS Help](#) or press [F1].

## Printing Help

If you want to print a [topic](#), click on the Print button at the top of the topic screen. To copy or print the information in a [pop-up window](#), click the right mouse button while you are inside the window, then click on the Copy or Print Topic element when the drop-down window appears. Copied information can be pasted into a Word document or appropriate graphics editor to view or print.

### Note

The Copy/Print function in the Pop-up window is not supported on the Mac version of this [Help](#) file. See [Mac User Information](#) for instructions.

Click here for [NETS Help](#) or press [F1].

## Printing Screen Captures

To copy an image from a NETS update screen, hold down the 'Alt' key and press the 'Print Screen' key. Copied information can be pasted into a Word document or appropriate graphics editor to view or print.

Click here for [NETS Help](#) or press [F1].

## Moving Around the Screens

To access a NETS update screen from the Main Menu, click on the appropriate update heading. This will take you to the tab section of the NETS application (for example: if you click on the Pollution Prevention button on the Main Menu screen you will access all P2 tabs). This allows you to select the required update screen by clicking on the appropriate tab heading with the mouse.

It is recommended that you use the mouse to move from one field to the next. This will alleviate any system-related problems that are innate with the use of the [**Tab**] key.

Click here for [NETS Help](#) or press [F1].

## Pop-up window

This is an example of a pop-up window.

### Note

The pop-up window Copy/Print function is not supported on the Mac version of this Help function.

To print the information contained in this window you must place the mouse pointer inside the box and press the right mouse button to access the Copy/Print selections.

## Topic

A topic is a screen-resident field area exclusive to the tab heading. For example: The New Technology screen contains the *topic* Name; therefore, Name will be available within the associated tab Help file heading.

## Mac User Information

The Mac version of this Help file does not support graphics or the Copy/Print function for pop-up windows.

- To Copy/Print the information contained in a pop-up window, you must first use the Help system's **Find** option. This will build a Help file based on *every* word/symbol contained in the Help files.
- Type the pop-up window name to access all of the topics that contain that information.
- Once you have accessed the field's information you can print it by selecting Print Topic from the File drop-down menu of your Mac's menu bar.

### Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Outstanding documents

The reporting screen contains an Outstanding documents counter. This option allows the user to see which documents related to the specified tab have not been completed for the current reporting year. All documents must be completed for each reporting year.

## Reporting

### How to use the Reporting Function

To run reports for any of the NETS topics (with the exception of the Change Password selection which is independent of normal NETS operation and is a user-only function) click on the Reporting button on the Main Menu screen. The Reporting function includes, but is not limited to, Ozone Depleting Chemicals, Recycling and Waste, and Pollution Prevention information.

The NETS Reporting screen contains the **Reporting Area**, the **Reporting Type**, the **Reporting Year**, and the **Section Codes** check box. You can choose to **view the report** on-screen or **print the report** to your local printer. The report may also be saved to a specific file using the **Save As** options.

### Note

Some screen specific field names are colored **blue** and are Optional Fields. All field names in **black** are required fields and must be completed before saving the record.

Click here for [NETS Help](#) or press [F1].

## Viewing Reports

To view reports choose one of the titles from the Reporting Area and click once, the reporting types associated with the title will be listed in the box below the Reporting Area. Click on the Reporting Year field and type in the year for which the report is to be generated (or leave the field default), then click on the report type name.

The report screen can be enlarged or reduced in size for better on-screen viewing by using the enlarge/reduce buttons or by selecting Enlarge or Reduce from the View drop-down options on the menu bar.

If the Report consists of more than one page, use your Page Up/Down keys to move from one page to the next.

Return to [Reporting Help](#)

Click here for [NETS Help](#) or press [F1].

## Section Codes

The Section Codes check box is available only within the Pollution Prevention and Energy Reporting areas.

Click on the check box to enable the P2 Reporting type section codes. The code numbers and letters are parallel to the [NASA Pollution Prevention Annual Progress Report DRAFT 5/19/95](#).

Click on the check box to enable the Energy Reporting type section codes. The section code numbers and letters correspond to the various sections and appendices of the annual Center Energy Efficiency and Water Conservation Plans and Progress Assessments.

## Printing Reports

To print a paper copy of the selected report use the following steps:

1. Choose one of the titles from the Reporting Area and click once.

- The reporting types associated with the title will be listed in the box below the Reporting Area.
2. Click on the Reporting Year field and type in the year for which the report is to be generated or leave the default.
  3. Click on the report type name, this will display the on-screen report.
    - The on-screen report will have Print and Cancel buttons at the bottom of the screen.
  4. Several Print options are available. Any one of the following will access the *Datawindow Print Options* screen and print the on-screen report to your local printer:
    - Click on the Print button at the bottom of the Report,  
  
**Or**
    - Click on the Print icon at the top of the screen,  
  
**Or**
    - Click on File and select Print from the drop-down menu window.
  5. Format your print options and click on OK to send the report to your local printer.

Return to [Reporting Help](#)

Click here for [NETS Help](#) or press [F1].

## Save As

You can save any Report using the Save As icon at the top of the Report screen or by selecting Save As from the File drop-down menu window.

Specific Reports can be saved to your hard drive or site network for later viewing. You can save any of the reports by selecting the desired report area and report type and generating (click on OK) the report to the on-screen format (Print Preview screen). Since only one report can be viewed at a time, the individual reports can be saved using a unique identifier (name) for later viewing or comparison. Use the following instructions to save your reports to file:

1. Select the needed Report Area by clicking on the appropriate title.
  - Once a Report Area title is selected its associated Report(s) will be displayed.
2. Choose one report type from the Report(s) to be generated on-screen by clicking on the OK button.
3. Once the selected report is generated to the Print Preview window, click on the File drop-down window and select Save As from the menu.
4. The Save As window is displayed.
5. Select the file location where you want to save the file.
6. Type in a unique File Name and select the desired format type from the Save as type drop-down menu.

Click on Save (or Cancel to exit the Save As window without saving the file).

Return to [Reporting Help](#)

Click here for [NETS Help](#) or press [F1].

## Reporting Area

The Reporting Area is a list of the NETS primary reporting data collection headings. Click on the required Report Area title to display the list of Report(s) that relate to the selected Reporting Area title.

- EFM
- EFR
- Energy Reporting
- Environmental Functional Management Reporting
- EWMFR



- Ozone Depleting Substances (ODS) Reporting
- Pollution Prevention Reporting
- Recycling and Waste Reporting

Select the desired report from the available list (see [Reporting Help](#) for further information).

## Reporting Type

The Reporting Type area is a list of formal Report names related to the selected Reporting Area.



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